



Friends of Kenwood Academy

### **Meeting Minutes**

**Wednesday, February 19, 2025 - 6:00 PM**  
**Virtual Meeting - MS Teams**

1. Welcome and Call to Order (6:00pm)
  - a. Ramona Burress called to order the meeting at 6:00 PM
  - b. Present: Ramona Burress, LaDawn Norwood, Marcella Ellis, Cheryl Rudbeck, Lisa Clark, Thelma Tennant, Ceshia Wilder, Michelle Hoy-Watkins, Davene Davis, Oliver Speller, Felicia DavisForte
2. Review and Approve of 2/19/25 Meeting Agenda  
CR - motion to approve agenda; ME - 2nd; approved; no objections  
Agenda approved
3. Review & Approve Meeting Minutes
  - a. January 15, 2025 Minutes under review  
ME motion to approve agenda; CR - 2nd; no objections  
Jan 15, 2025 Meeting Minutes approved
4. Governance & Finance Committee Update (Burress)
  - a. Chair's Report -
    - i. Burress has conducted 1:1 meetings with committee chairs and board officers to review job descriptions. Will complete 1:1 meetings before March 19 meeting and offer update, feedback on next steps. Goal is to identify key tasks and determine what items can be delegated.
    - ii. Next in-person meeting is scheduled for March 19, 2025 at KAHS in the library. All FOKA members are encouraged to reach out to their networks of parents, neighbors, community members, etc. to invite wider participation in FOKA. Please share the organization's mission widely and encourage attendance at March's meeting.
    - iii. Burress has updated group re: a letter she submitted in response to the 2024 IG report on residency issues at KAHS; please reach out to Burress directly if there is interest in crafting a response as FOKA organization.
  - b. Treasurer's Report (Rudbeck)
    - i. Accounts: 56,019.64 across two accounts.
    - ii. Our Giving Tuesday campaign did yield 1 corporate match, which was a \$3,000 donation and a \$4500 match. Also, FOKA received a \$1,000 donation registered by an anonymous donor.
    - iii. Still working with GoDaddy to fix online banking for sales via the website platform. In-person sales have been good, but busy; need to establish a stronger volunteer base to help with capacity for in-person sales as the need for volunteers will increase once online sales begin.
    - iv. Student Council, with Zachary Sweet as their contact, has made the request for a fundraising campaign to sponsor a "senior kickback" event.

They would like to have this campaign open for donations, in addition to ticket sales for the event. Its goal is to raise \$5,000 between donations and admissions. CR motion to approve the campaign in collaboration with Student Council; ME seconds. No objections, motion approved.

- v. Update on Funding Requests (microgrants) from KAHS student groups:
  - 1. Robotics Team - working through funding an appropriate amount for a microgrant from 4-A's; some movement with coaches, etc.
  - 2. Debate - needs to hear back from the coach about using funds for debate fundraiser; CR to send an email update to Debate coaches with its campaign balance, after recent donations.
- vi. Microgrants: see Communications update below, but FOKA does have microgrants available, and this information needs to be shared out to student groups, coaches, with updates to the website. Thelma Tennant has agreed to make initial contact with Mr. Dugan, to see if he is willing to serve as a FOKA teacher liaison, with Burress following up.

#### 5. Merchandise & Sales Committee (LNorwood)

- a. Inventory updates: 2025 sales launched with new merchandise; proposed red merchandise is possible in future orders after current inventory is sold
- b. FOKA now has dedicated space in the back storage room; FOKA has the combination lock, but still needs assistance with the key lock
- c. GoDaddy platform is not yet able to support online sales; Rudbeck continues to work with GoDaddy to resolve this issue, alongside setting up an alternate system for keeping accurate inventory of merchandise pending the resolution of the GoDaddy problems
- d. In-person Sales:
  - i. Very successful; however, in-person sales need more volunteers (at least 3), especially during the initial rush of the afterschool shift. LaDawn will update and redistribute the volunteer sign-up sheet, as all hands on deck are needed!
  - ii. Volunteers need Level 2 clearance for these sales; this is a CPS requirement. Rudbeck is going to follow up with Principal Calloway to discuss streamlining the process for KAHS parents who wish to volunteer and have been waiting weeks to months for approvals
- e. LNorwood is working on solidifying membership for a subcommittee to manage systems flow and help maintain inventory, etc. Please reach out to Norwood directly if you wish to join this Merchandise & Sales subcommittee.
- f. Sales Calendar: Z.Sweet was helpful in providing a list of dates; FOKA first Fridays are approved for March 7 and April 4.
- g. Oliver Speller leads two student organizations (RiseUp and MedCEEP) that provide opportunities for members to volunteer. RiseUp may have students willing to assist with "commercials" for social media to help generate interest in FOKA merchandise sales. Requests for volunteers from these organizations should be confirmed with O. Speller in advance, so that logistics are settled to maximize benefits to students, and ensure their effectiveness.

#### 6. Communications & Marketing Update (Ellis)

- a. Upcoming highlights:
  - i. Amplify March 19 in-person meeting across different platforms
  - ii. Update Website FOKA with microgrant information
  - iii. More Social Media updates on FOKA! re: merchandise sales, FOKA meetings and committee work, ways FOKA is funding groups, etc.

#### 7. Fundraising, Grants, & Sponsorships Committee Update (RNorwood)

- a. No updates

#### 8. Volunteer and Community Engagement (Davis Fourte)

- a. No updates

- b. March 19 - Next in-person meeting we need to build up attendance at meetings and build FOKA volunteer corps

9. Alumni Relations Committee Update

- a. No updates.

10. New Business

- a. Pantry and Fridge to address food insecurity at KAHS - Oliver Speller
  - i. Rising population of children who are experiencing food insecurity at KAHS
  - ii. Would like to address this by establishing a food pantry and fridge in the school with a location that ensures discretion for student participants
  - iii. Explore options for a community fridge adjacent to the school that is accessible 24/7; Ellis emailed "The Love Fridge," an Chicago-area organization that promotes mutual-aid food fridges for more information on hosting.
  - iv. O.Speller has already reached out to Trader Joe's and Whole Foods for sponsorship, but requires a space in the school and support; Rudbeck suggests also reaching out to Chicago Food Depository.
  - v. Tennant will reach out in the name of FOKA to solicit donations or price options to secure appropriate cabinets and fridge to contain items - Burrress to provide access to official FOKA email address.
  - vi. Burrress will bring request to Calloway so that the room adjacent to FOKA's current closet can be commandeered for this purpose to support students
  - vii. Rudbeck moved to authorize \$2500 of FOKA funds for the purpose of establishing a food pantry/fridge on campus to address food insecurity in our KAHS student community, pending submission of FOKA funding request form by O.Speller; ME seconds, no objections. Motion passes.
- b. Concert Band Fundraiser -
  - i. On May 14, 2025, \_\_\_\_\_ Powell's concert band is holding an event to raise funds for new band uniforms. As with all fundraising campaign requests, FOKA will hold funds and assist with payment, but might also assist with advertising the event as a "community event" to bring together Alumni. The auditorium seats 700 so there is some good potential in raising "friends" and visibility by partnering in this way. Rudbeck and Burrress will provide additional updates on how FOKA might partner.
- c. Chicago Marathon Fundraising Team - Zachary Sweet
  - i. No update currently, but Rudbeck will follow up on the inquiry.

11. Upcoming calendar dates

- a. LSC needs 2 weeks advance notice to approve events on campus, including in-person sales. Upcoming key dates include: March 13, 14, 15, and 19 (FOKA meeting) and Admitted Students Day - a special meeting of LSC needs to be called for these dates to be approved, provided a quorum to do so.
- b. At next FOKA meeting, poll attendees on April meeting to determine if it should be in-person again, or virtual. As the weather improves, meeting in person becomes favorable.

12. Next Meeting: **Wednesday, March 19, 2024 (in-person)**

- i. Send Agenda items to [marcella@friendsofkenwoodacademy.org](mailto:marcella@friendsofkenwoodacademy.org)

13. Adjournment at 7:50 PM

- a. CR motions to adjourn, LDN seconds. No objections Motion passes.